

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

Department of Finance/BSO
915 L Street
Sacramento, CA 95814

Employee Name	<u>Genest, Michael</u>
Expense Dates	<u>06/18/09-06/19/09</u>
Total Expense Amount	<u>286.86</u>
Amount Due Employee	<u>286.86</u>
Form ID	<u>TEA000469347</u>

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	06/18	Lodging	226.86X	
2)	06/19	Taxi Fare	20.00X	

DEPARTMENT OF FINANCE
BUSINESS SERVICES
09 JUN 25 AM 9:46

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved
by:

/s/ Fred W. Klass

Fred W Klass

approved
6/25/09
WU

Travel & Expense Account Summary

Employee Name Michael Genest
Expense Dates 06/18/09-06/19/09
Report Name June 19.2009

Request Total \$ 286.86
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = 286.86

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Ed Board 6-19	286.86

NOTE: (d)=Direct Charge

DATE	Thu Jun 18	Fri Jun 19								TOTAL
Lodging	226.86									226.86
Dinner	18.00									18.00
Breakfast		6.00								6.00
Lunch		10.00								10.00
Incidentals		6.00								6.00
Taxi Fare		20.00								20.00
TOTALS \$	244.86	42.00								286.86

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Ed Board 6-19	06/18/09	Lodging	226.86	Cash
Regular Travel	Ed Board 6-19	06/18/09	Dinner	18.00	Cash
Regular Travel	Ed Board 6-19	06/19/09	Breakfast	6.00	Cash
Regular Travel	Ed Board 6-19	06/19/09	Lunch	10.00	Cash
Regular Travel	Ed Board 6-19	06/19/09	Incidentals	6.00	Cash
Regular Travel	Ed Board 6-19	06/19/09	Taxi Fare	20.00	Cash

**Travel & Expense Account
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915 L Street
Sacramento, CA 95814

Employee Name	Genest, Michael
Expense Dates	06/15/09-06/16/09
Total Expense Amount	587.59
Amount Due Employee	214.40
Form ID	TEA000467102

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	06/15	Lodging	130.40	
2)	06/16	Parking, Auto	24.00	
3)	06/16	Parking, Auto	30.00	

DEPARTMENT OF FINANCE
BUSINESS SERVICES
09 JUN 22 PM 2:06

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

/s/ Fred W. Klass

Approved
by:

Fred W Klass

approved
06/18/09
ll

Travel & Expense Account Summary

Employee Name Michael Genest
Expense Dates 06/15/09-06/16/09
Report Name June 2009

Request Total \$ 587.59
Direct Charge Total - 373.19
Travel Advances - 0.00
Net Due Employee = 214.40

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	COTCE 6-16-09	587.59

NOTE: (d)=Direct Charge

DATE	Mon Jun 15	Tue Jun 16	Tue Jun 16							TOTAL
Commercial Air Fare (d)	298.20									298.20
Lodging	130.40									130.40
Breakfast		6.00								6.00
Dinner		18.00								18.00
Incidentals		6.00								6.00
Parking, Auto		24.00	30.00							54.00
Auto Rental (d)		74.99								74.99
TOTALS \$	428.60	128.99	30.00							587.59

<p>Travel & Expense Account Summary & Detail</p>

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	COTCE	06/15/09	Commercial Air Fare	298.20	Direct Charge
Regular Travel	COTCE	06/15/09	Lodging	130.40	Cash
Regular Travel	COTCE	06/16/09	Breakfast	6.00	Cash
Regular Travel	COTCE	06/16/09	Dinner	18.00	Cash
Regular Travel	COTCE	06/16/09	Incidentals	6.00	Cash
Regular Travel	COTCE	06/16/09	Parking, Auto	24.00	Cash
Regular Travel	COTCE	06/16/09	Auto Rental	74.99	Direct Charge
Regular Travel	COTCE	06/16/09	Parking, Auto	30.00	Cash

Travel & Expense Account Summary

Employee Name Michael Genest
Expense Dates 06/15/09-06/16/09
Report Name June 2009

Request Total \$ 587.59
Direct Charge Total - 373.19
Travel Advances - 0.00
Net Due Employee = **214.40**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	COTCE 6-16-09	587.59

NOTE: (d)=Direct Charge

DATE	Mon Jun 15	Tue Jun 16	Tue Jun 16							TOTAL
Commercial Air Fare (d)	298.20									298.20
Lodging	130.40									130.40
Breakfast		6.00								6.00
Dinner		18.00								18.00
Incidentals		6.00								6.00
Parking, Auto		24.00	30.00							54.00
Auto Rental (d)		74.99								74.99
TOTALS \$	428.60	128.99	30.00							587.59

Travel & Expense Account Summary & Detail
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Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	COTCE	06/15/09	Commercial Air Fare	298.20	Direct Charge
Regular Travel	COTCE	06/15/09	Lodging	130.40	Cash
Regular Travel	COTCE	06/16/09	Breakfast	6.00	Cash
Regular Travel	COTCE	06/16/09	Dinner	18.00	Cash
Regular Travel	COTCE	06/16/09	Incidentals	6.00	Cash
Regular Travel	COTCE	06/16/09	Parking, Auto	24.00	Cash
Regular Travel	COTCE	06/16/09	Auto Rental	74.99	Direct Charge
Regular Travel	COTCE	06/16/09	Parking, Auto	30.00	Cash

**Travel & Expense Account
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Employee Name	<u>Genest, Michael</u>
Expense Dates	<u>04/06/09-06/12/09</u>
Total Expense Amount	<u>887.09</u>
Amount Due Employee	<u>190.92</u>
Form ID	<u>TEA000430244</u>

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	05/17	Lodging	93.92	
2)	05/18	Parking, Auto	17.00	
3)	06/12	Parking, Auto	29.00	

DEPARTMENT OF FINANCE
BUSINESS SERVICES
09 JUN 18 PM 2:27

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

TRIP EXCEPTION(S)			
	Item	Exception	Response
1)	4:1	Travel was less than 50 miles from home/HQ. Has prior written approval been granted?	Yes

I have reviewed the following documents.

Approved
by:

/s/ Fred W. Klass

Fred W Klass

approved
6/18/09
40

Travel & Expense Account Summary

Employee Name Michael Genest
Expense Dates 04/06/09-06/12/09
Report Name April 2009

Request Total \$ 887.09
Direct Charge Total - 696.17
Travel Advances - 0.00
Net Due Employee = **190.92**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Ed Board	373.20
Regular Travel	MR Town Hall	508.89
Regular Travel	PMIB	5.00

NOTE: (d)=Direct Charge

DATE	Mon Apr 6									TOTAL
Parking, Auto	5.00									5.00
TOTALS \$	5.00									5.00

DATE	Sun May 17	Mon May 18								TOTAL
Dinner	18.00									18.00
Commercial Air Fare (d)	298.20									298.20
Lodging	93.92									93.92
Lunch		10.00								10.00
Breakfast		6.00								6.00
Incidentals		6.00								6.00
Auto Rental (d)		59.77								59.77
Parking, Auto		17.00								17.00
TOTALS \$	410.12	98.77								508.89

Travel & Expense Account Summary

DATE	Fri Jun 12									TOTAL
Parking, Auto	29.00									29.00
Breakfast	6.00									6.00
Commercial Air Fare (d)	338.20									338.20
TOTALS \$	373.20									373.20

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	PMIB	04/06/09	Parking, Auto	5.00	Cash
Regular Travel	MR Town	05/17/09	Dinner	18.00	Cash
Regular Travel	MR Town	05/17/09	Commercial Air Fare	298.20	Direct Charge
Regular Travel	MR Town	05/17/09	Lodging	93.92	Cash
Regular Travel	MR Town	05/18/09	Lunch	10.00	Cash
Regular Travel	MR Town	05/18/09	Breakfast	6.00	Cash
Regular Travel	MR Town	05/18/09	Incidentals	6.00	Cash
Regular Travel	MR Town	05/18/09	Auto Rental	59.77	Direct Charge
Regular Travel	MR Town	05/18/09	Parking, Auto	17.00	Cash
Regular Travel	Ed Board	06/12/09	Parking, Auto	29.00	Cash
Regular Travel	Ed Board	06/12/09	Breakfast	6.00	Cash
Regular Travel	Ed Board	06/12/09	Commercial Air Fare	338.20	Direct Charge